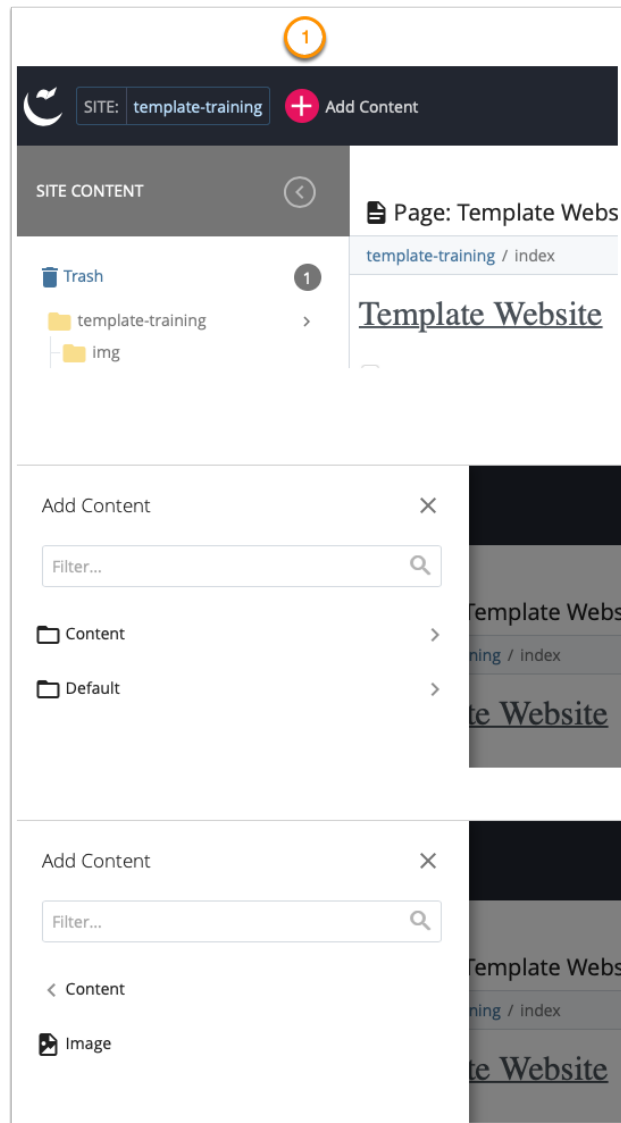## Selecting an Image

The first step is selecting an image. Ideally you would want one that represents the content of your page. For our example I have selected the Student Services Building. This is a large image that I sized at 1920 x 500 pixels. You can look at our image sizing tutorial for more information on how we got to this size.

Uploading an Image

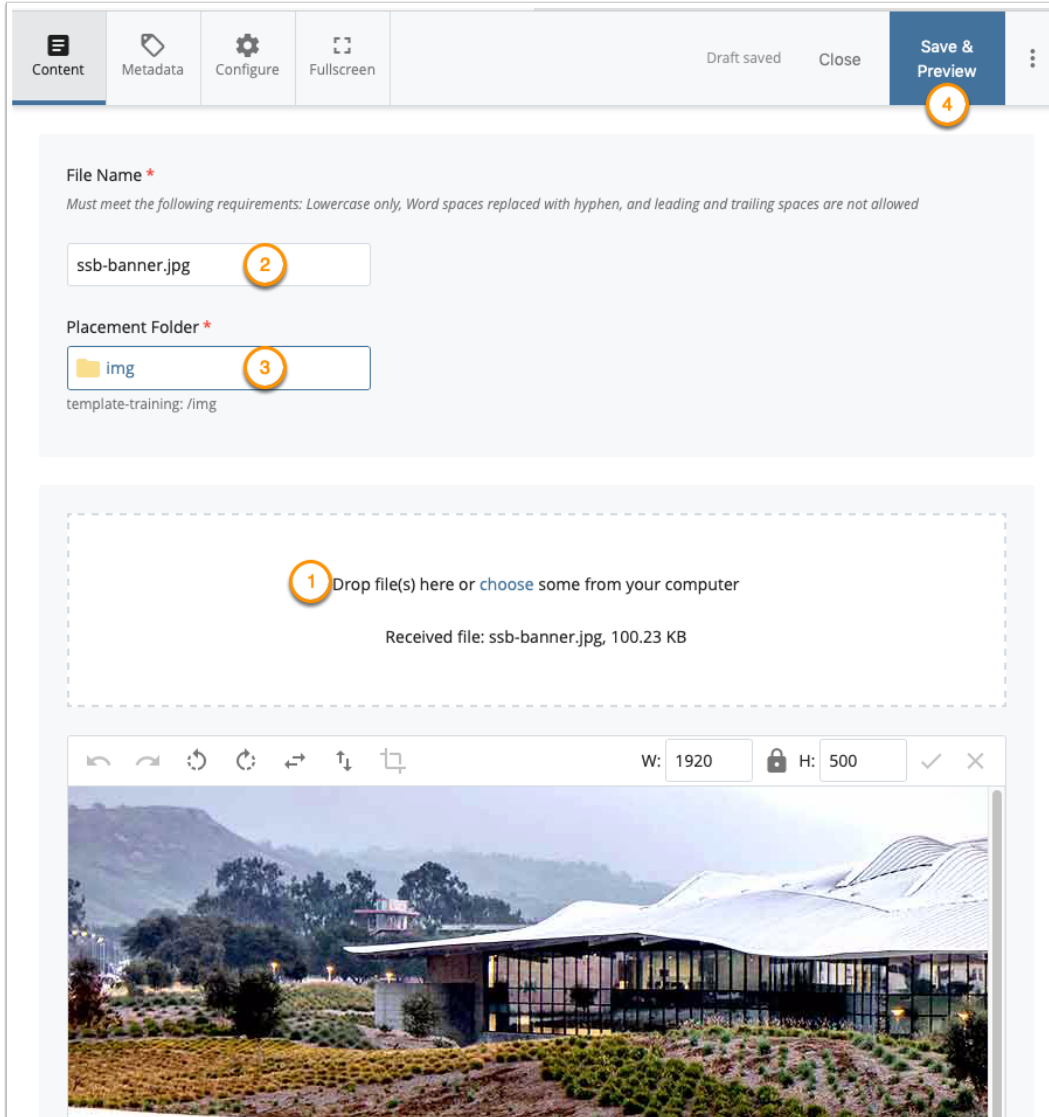To upload an image select Add Content (1), then Content (2), then image (3)

Selecting the Image to Upload

You can click on the "choose" link to browse your computer for the image or drag it into the box with the dotted outline (1). This will put the file name of the image in the file name box (2). It is important that you keep the file extension for the image there (.jpg, .png, .gif). The file name will also have to be lowercase

with no spaces. Notice the img folder is already selected as the placement folder (3). You should keep this as is. Next hit save and preview to upload your image (4).
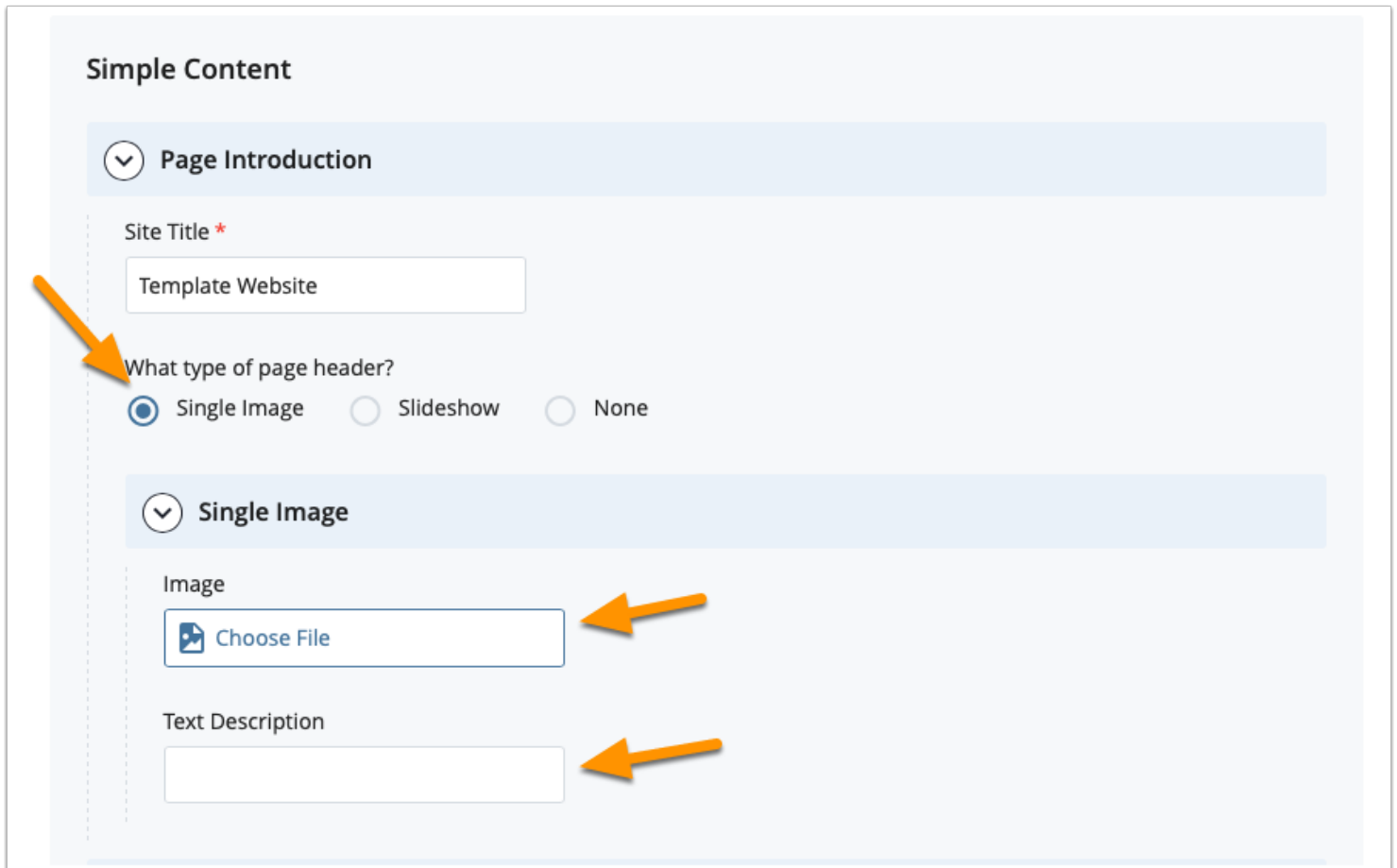
Submit

IMPORTANT -- Your image is not uploaded until you click submit (1). This will bring up a box for notes (optional) with another submit button. After this you will see your image added to the img folder.
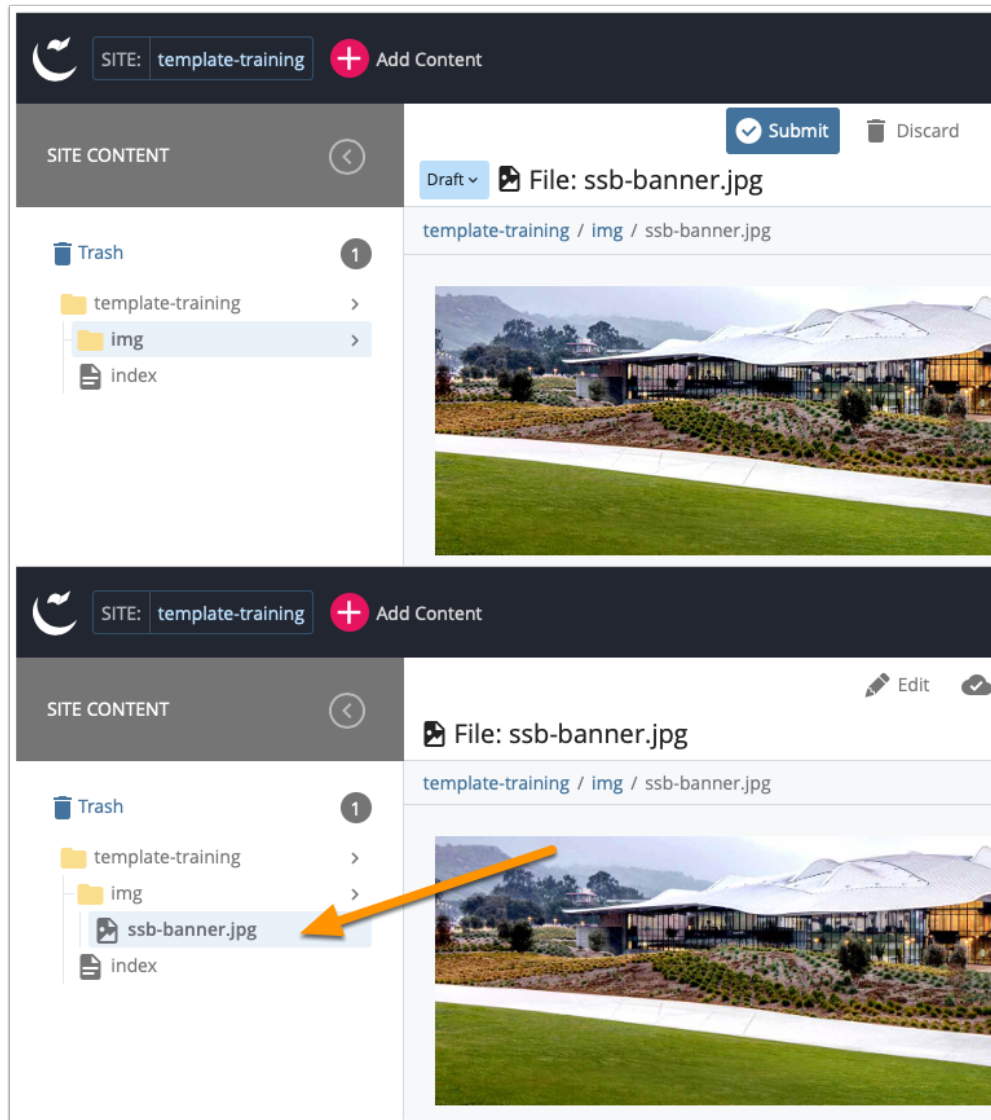
Adding Image to Page

Remember, to get back to editing your page you click on index in the left site menu and then click edit. Once there go back to the page introduction section and click on single image. Once you do that another box will appear with choose image and text description.
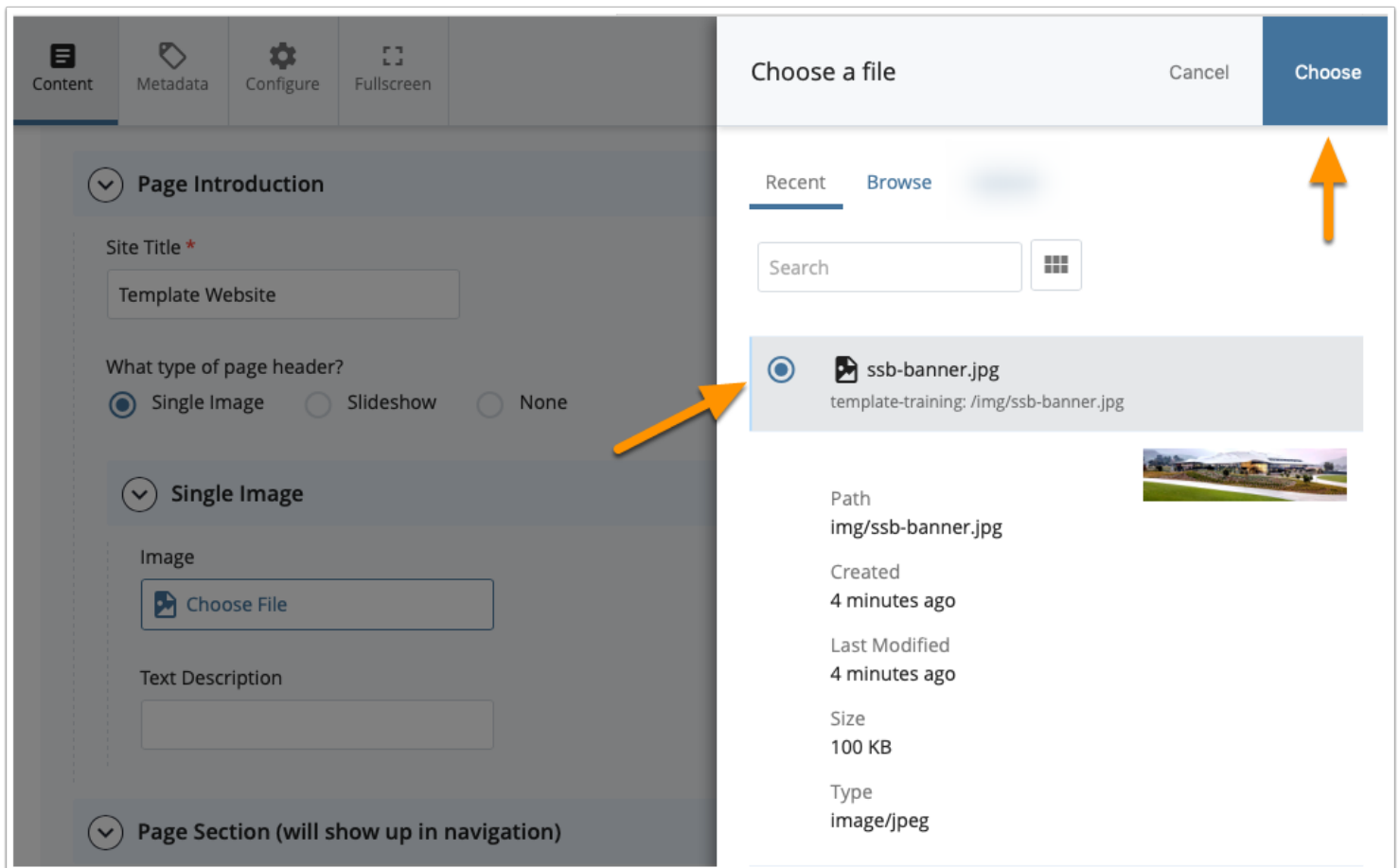
Choose Image

When you click on choose image the choose a file box appears. This will list the most recent uploads by default, so if you just uploaded your image it will be the first choice. If not you can click on browse to see the site contents and go into your image folder. Select your image and click on choose.

Text Description

If your image is meaningful to your page and not just for decoration you will need to put a text description for it. In this example case my image is really just decorative but I will put a description anyway. For help in deciding when to use and what to say in a text description you can visit this website. *https://webaim.org/techniques/alttext/*

Save and Preview

When done click on save and preview in the top right corner.
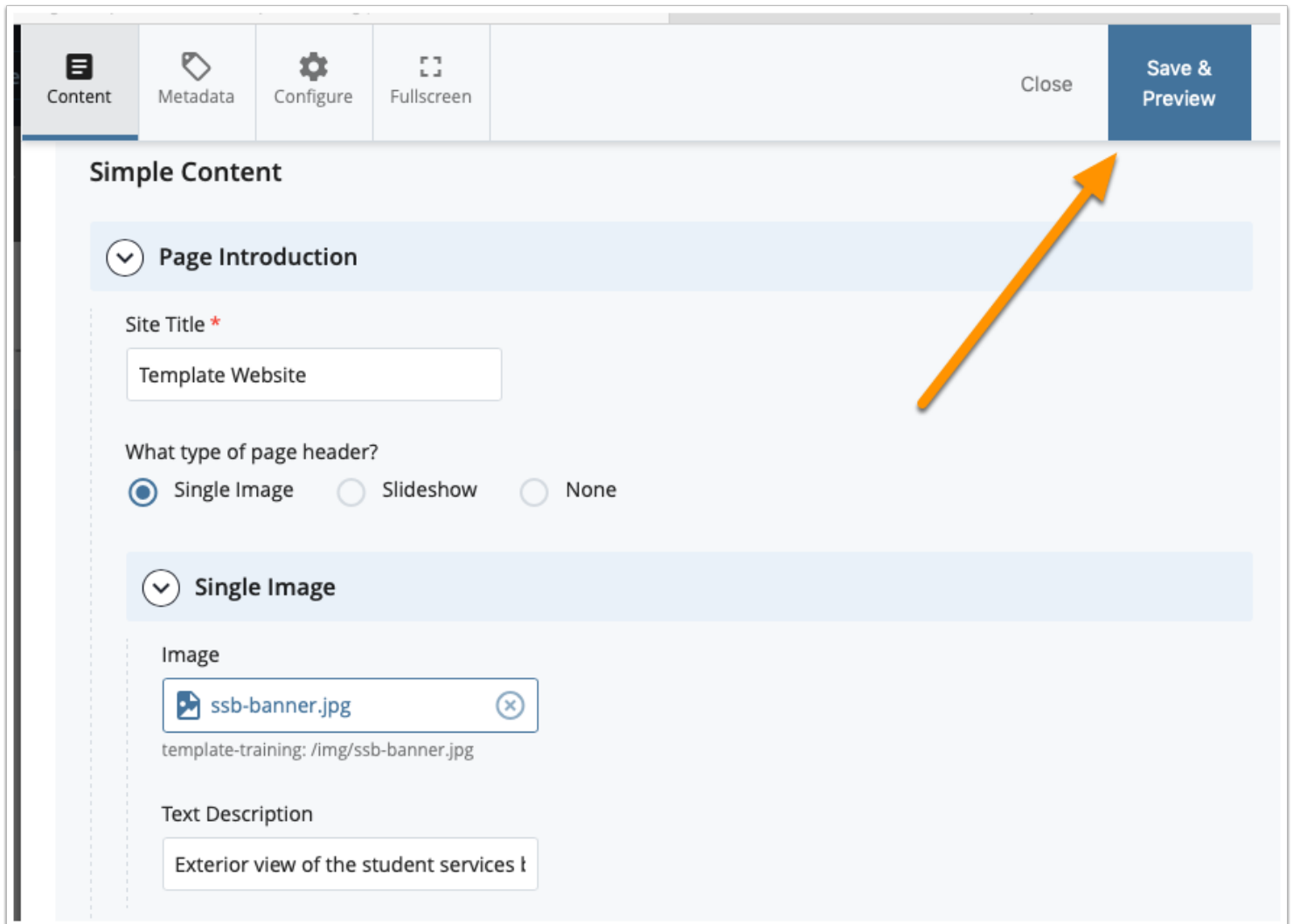
Submit

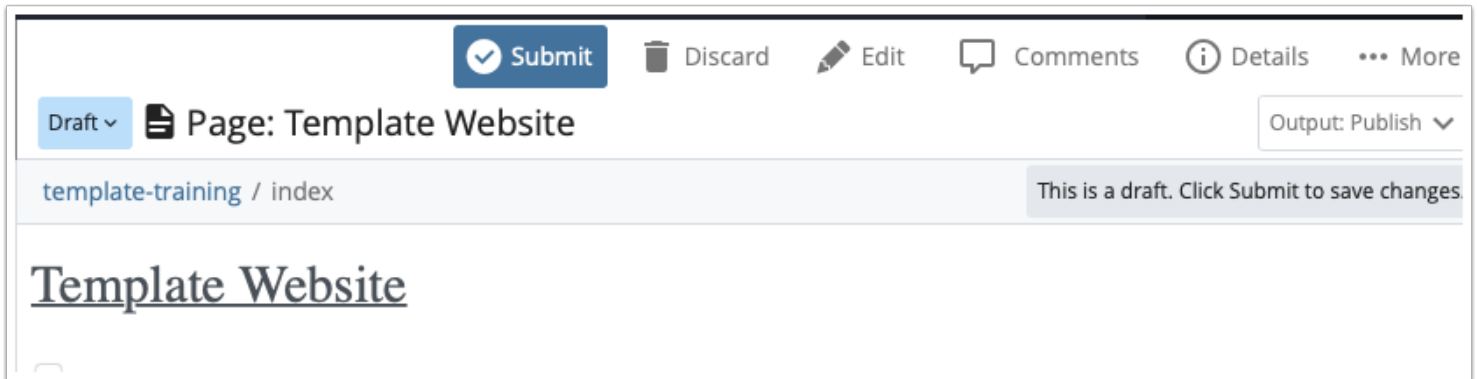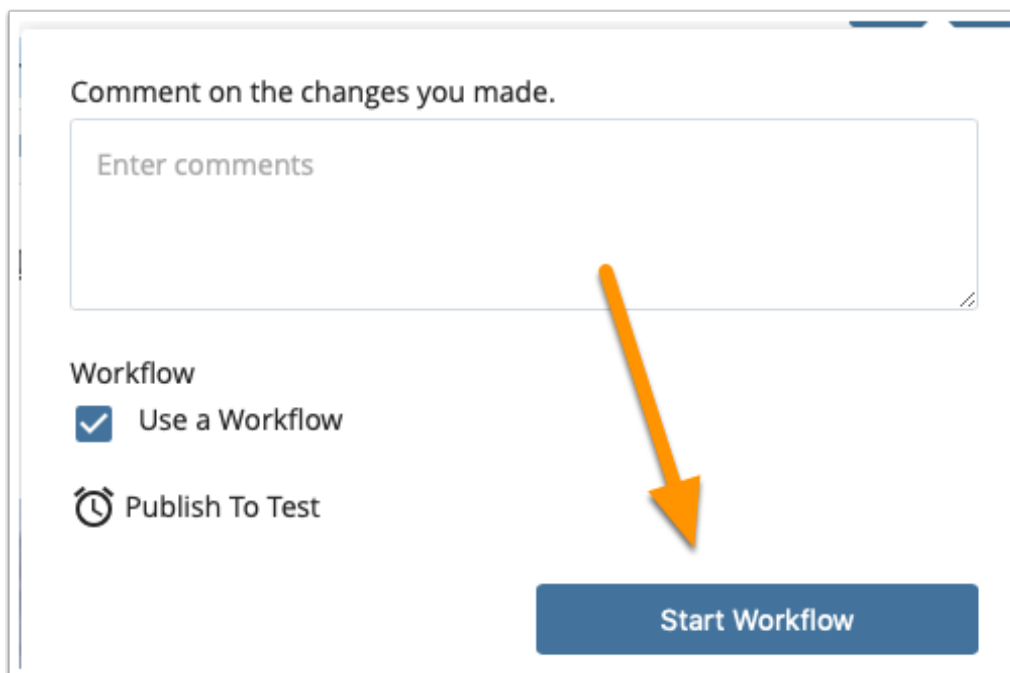Remember to click on submit to save your work. Follow the publish to test workflow instructions to publish the page to the test website.
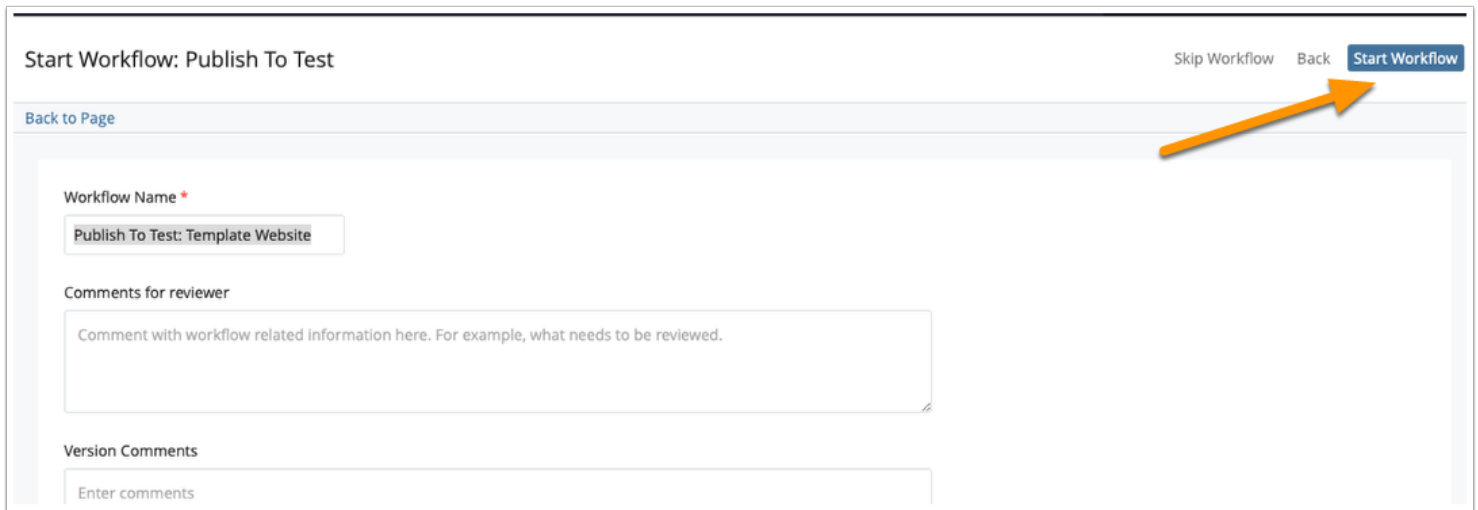

Workflow

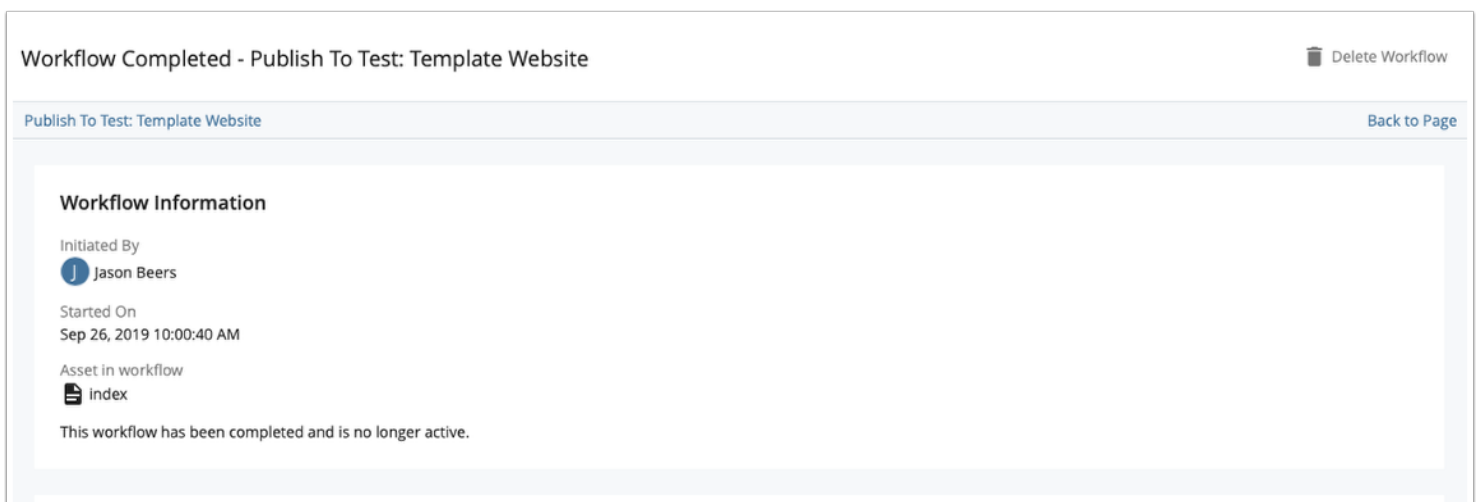You can enter any comments you like about the work you did (optional). The click on start workflow.

Start Workflow

Click on start workflow to finish the test workflow.

Workflow is complete

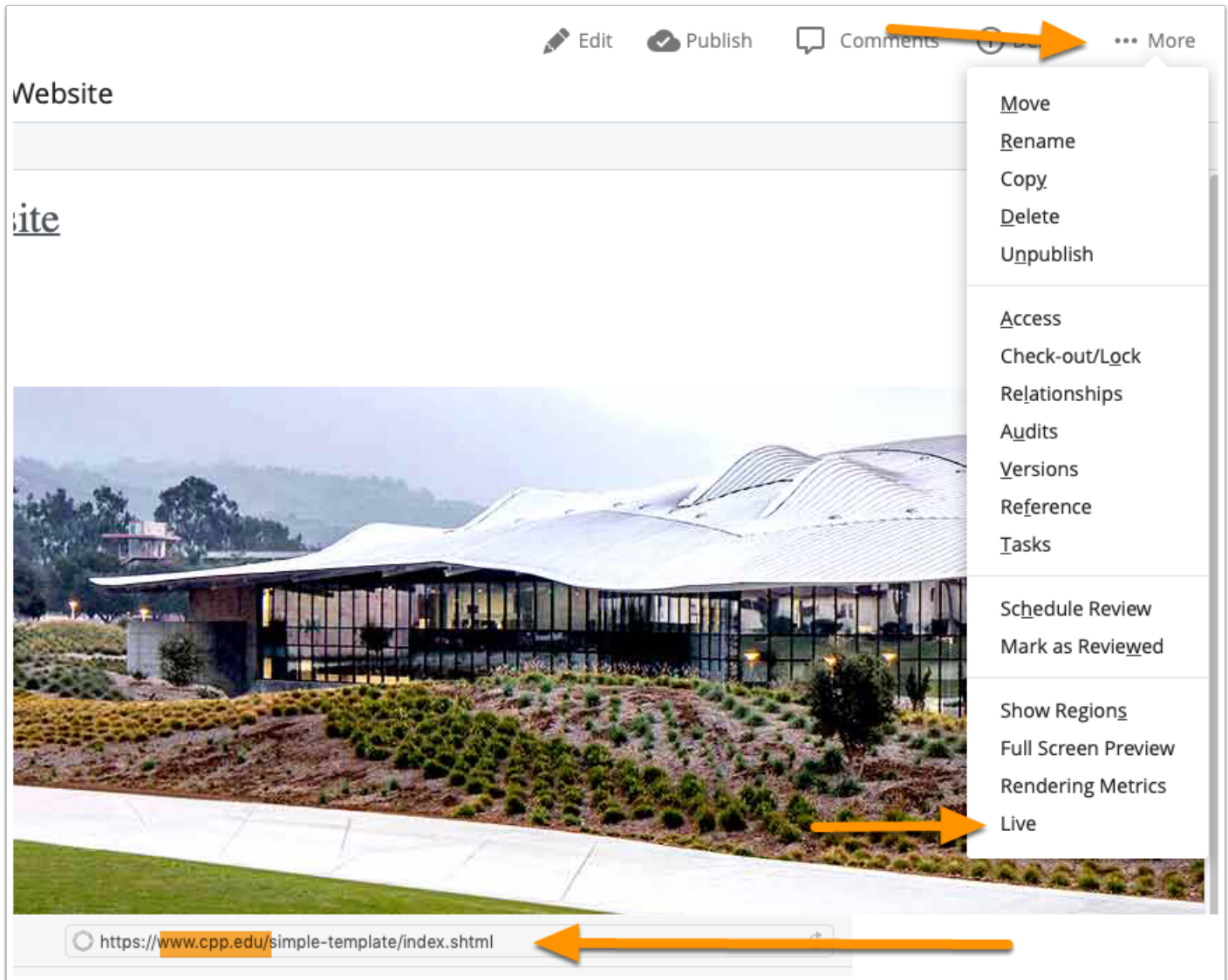The workflow is now complete and you can click on back to page.

Veiw your page on Test

If you want to view your page you published you can look at it on the test-server. To get there or find your url you can click on more, then live. This will open your page in the browser. This is the link to the live production page though.

Test Url

If you change the www.cpp.edu to www-test.cpp.edu you will be able to see your test page.